



**City of Cleveland  
Department of Building and Housing  
Construction & Permitting  
Assistant Building Official**

**Job Responsibilities**

Under supervision of the Deputy Director and Chief Building Official, oversees the technical aspects and provides interpretations of Ohio Building Code and the Residential Code of Ohio-related work for all certified staff including Plan Examiners, Building Inspectors, Mechanical Inspectors, Plumbing Inspectors, Electrical Safety Inspectors, Elevator Inspectors and Fire protection Inspectors. Reviews and approves correction letters, adjudication orders, plan approval letters and violation notices. Presents City's position at Local and State appeals boards. Prepares and submits yearly Operational report to Board of Building and Standards. Assists in providing continuing education opportunities for certified staff. Represents the Department and City in certain litigation. Acts as on-call (24/7) emergency responder to building failures and collapses. Reviews and approves vacate orders and emergency demolition. Performs other job-related duties that pertain to enforcement of the Cleveland Housing, Building, and Zoning Codes as well as the Ohio Building, Mechanical, Electrical, Plumbing, and Residential codes as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**Minimum Qualifications**

- A High School Diploma or GED is required.
- A Bachelor's degree in Architecture or Engineering from a four-year accredited college or university is required.
- Ten year's full time paid experience in building design and construction for building or structures within the scope of groups regulated by rules of the Board of Building Standard or ten years experience in plan review is required.
- Must have a State of Ohio Architect License or Professional Engineer License.
- State of Ohio Board of Building Standards (OBBS) certifications as a Master Plan Examiner as well as a Residential Building Official and Building Official are required and must maintained throughout employment.
- A valid State of Ohio Driver's License is required.
- Must be computer proficient in using Word, Excel, and Microsoft Office.
- Must be able to lift and carry 30 pounds.

Visit our web site at [www.city.cleveland.oh.us](http://www.city.cleveland.oh.us)

**EQUAL OPPORTUNITY EMPLOYER**